

Tips for Education Support Professionals

21 questions to ask your supervisor the first week on the job

1. What are my hours?
2. When do pupils come? When do they leave?
3. What are my special and regular duties?
4. What records am I responsible for keeping?
5. What schedules am I responsible for following?
6. What emergency provisions apply to my situation?
7. What are the most significant playground regulations?
8. For what lunchtime activities will I be responsible?
9. Where are the supplies kept and how do I obtain what I need?
10. What equipment is available to me and how do I access it when needed?
11. What line of communication and authority (chain of command) am I to follow?
12. If I am working with more than one teacher, how will my time be divided?
13. What student records are available to me?
14. To whom should I direct questions concerning school policy?
15. With whom should I discuss a problem concerning relationships with teachers, other para-educators and/or students?
16. What should be my response when a parent raises a question about his/her child's functioning in the classroom?
17. What is expected of me in terms of student discipline?
18. How do you, my supervisor, view the teacher/paraeducator relationship?
19. Where is my "spot?" Where will I keep my materials and have a place to work?
20. When my supervisor or the teacher I support is absent, how will my role change?
21. What will I be expected to do that is not on my job description?